



PTFA Chair

Main purpose of the role

To lead the committee, ensuring the PTFA is run in line with its constitution and according to the wishes of all members.

The Chair's responsibilities

- Chair's and facilitates meetings in a manner that encourages everyone to contribute.
- Sets the date and agenda for meetings and keeps the discussions on track.
- Delegates tasks to committee members
- Ensures decisions are implemented
- Liaises with the school about fundraising priorities
- Welcomes and motivates new volunteers
- Is a designated signatory on the PTFA bank account
- Ensure the PTFA is registered with regulatory bodies e.g. the Charity Commission, and submits reports where necessary.

At the AGM

- Write the annual report